



Tapestry: A Unitarian Universalist Congregation

Title: Paid Time Off (PTO) Policy	
Initial Board Approval Date:	Date First Issued: 11/12/2015
Date Board Approved Recent Revision:	Date(s) Revised: 2/6/2018; 11/11/2020
Original Approval Signature: Julia Rampone Title: Board President	

Overview

Background and History

The vacation and sick leave draft policies had never been adopted and were extremely confusing; therefore, the board decided to consolidate and clarify both policies.

Purpose

To provide uniform and consistent guidelines for the Paid Time Off (PTO) policies for all Tapestry staff.

Expected Outcome

Paid time off at Tapestry will be granted based on the guidelines outlined in this document.

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Overview, Continued

Definitions, continued

The following terms are used in this document:

Term	Definition
Active Service	Active service commences with an employee's first day of work and continues thereafter unless broken by an absence with pay, a leave of absence, or termination of employment.
Employee	An individual whose pay/compensation must be reported under IRS regulations on Form W-2.
PTO	Paid time off, a policy that provides a bank of hours in which the employer pools sick days, vacation days, and personal days that allows employees to use as the need or desire arises, based on established guidelines.
Full-Time Employee	Any employee who works 30 or more hours/week, on average.
Part-Time Employee	Any employee who works less than 30 hours/week, on average.

Tapestry Policy on Paid Time Off

Employee Entitlement

Full-Time Employees are entitled to PTO based upon their years of active service. Part-Time Employees and Temporary are not entitled to PTO but do receive paid sick leave each year.

If an employee (full or part time) has a separately negotiated agreement with Tapestry, it supersedes this policy. For any new hire, this policy is intended to be the basis for any agreement with employees.

Accrual of Paid Time Off

The following guidelines apply to PTO accrual for eligible employees:

- Paid time off will be pro-rated and accrued on the following basis, based on a 40-hour week:

Length of Time Worked	Hours	Days	Max Accrual Allowed
0-4 year	128	16	120 hrs
5+ years	168	21	120 hrs

- Employees can carry over a maximum of three weeks (120 hours) into the next calendar year. Any PTO above that cannot carry over and is considered unused.
- Employees accrue PTO from the first day of employment but only become eligible to take PTO 90 days after the employee's first day of employment.
- Employees may use accrued PTO for paid vacation leave, paid sick leave, unpaid holidays, of any other type of paid time off.
- An employee whose employment terminates will be paid for all accrued, unused PTO.
- Employees on unpaid leave do not accrue PTO.
- An employee may not use PTO before its accrual. Employees will not be paid for any time in excess of accrued PTO.
- PTO may be taken in no less than 30 minute increments.
- It is up to the employee, with approval of his/her supervisor, to determine if using PTO to cover for a shortage of hours worked is appropriate.

Paid Sick Leave

- Paid sick leave is compliant with California law
- Full time employees are expected to use their PTO when sick.
- Part time employees are expected to use paid sick leave when they are ill and unable to work.
- Part time employees accrue 1 hour of paid sick leave for every 30 hours they work.
- Part time employees may not accrue more than 48 hours of paid sick leave at any time
- Part time employees will not be paid for unused sick leave when they terminate with the organization.

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Procedures and Steps

Procedure	The Treasurer will maintain a spreadsheet of accrued/used time off for each employee and will inform the payroll service company of hours accrued and hours used by each employee for each pay period. This spreadsheet will be reconciled to the balance sheet liability account and with the report given by the payroll service company.
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Areas/Committees, Subcommittees Involved	Various
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Modifying Circumstances and Exceptions	N/A
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References and Citations	N/A
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